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STATE COUNCIL OF CIVIL DEFENSE
MAIN CAPITOL BUILDING
HARRISBURG, PENNSYLVANIA

March 17, 1952

INFORMATION CIRCULAR NO. 22

IMMEDIATE RELEASE

SUPPLY AND ISSUANCE OF CIVIL DEFENSE IDENTIFICATION CARDS

PART I - SUPPLY OF CARDS

1. Attached hereto is a copy of the State Civil Defense Identification Card.

2. Supplies of these cards are being shipped to County Civil Defense Directors today in accordance with requests previously submitted.

3. County Directors may secure additional cards upon request addressed to the State Council of Civil Defense. (Insofar as possible, requests for additional cards should be made at least one month in advance of the time of their actual need. Such action will prevent delays should requirements call for special printings.)

4. Local Civil Defense Directors will obtain all cards they require from their respective County Directors.

PART II - ISSUANCE OF CARDS

5. All persons volunteering to serve as members of Pennsylvania civil defense organizations will be issued State Civil Defense Identification cards of the type attached.

6. The cards shall be issued by the civil defense organization with which the applicant volunteers to serve. The steps to be followed in issuance are as follows:

(a) The volunteer shall take the loyalty oath prescribed both by the Federal Civil Defense Act of 1950 and by the State Council of Civil Defense Act of 1951.

(b) A card will then be filled out (see Paragraph 7, below) in the volunteer's name and details of its issuance will be entered in the permanent records maintained by the organization in which the volunteer is to be enrolled for duty.

(c) When countersigned by the County Director, or District Coordinator, and signed by the volunteer, the card becomes valid and shall be turned over to the volunteer for identification purposes.

7. The cards shall be filled out (preferably by typewriter, but otherwise printed in ink) in the following manner:

(a) Each card issued by each civil defense organization shall be consecutively numbered (starting with 1) and the number placed in the blank following the words "Card No.".

(b) The name of the county in which the issuing organization maintains its headquarters shall be placed on the line above "(County)".

(c) The name of the city, borough, town or township in which the issuing organization maintains its headquarters shall be placed on the line above "(City, borough, town, township)" and all but the applicable word beneath stricken. (For example, if the name is that of a borough, cross out the words city, town and township below.)

(e) The card shall be countersigned by the County Director, or District Coordinator in district organizations, on the line provided and the non-applicable title beneath stricken. (Countersigning may be either by actual signature in ink or by facsimile stamp.)

(f) The volunteer shall sign the card in ink on the indicated line along its left margin.

(Note: Whenever practical, the card should be countersigned only after all information other than the volunteer's signature has been entered. Where this procedure is impractical, otherwise blank cards may be countersigned and turned over to local organizations for subsequent issue. In such instances, every effort must be made to keep countersigned cards from falling into unauthorized hands.)

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8. The Director of each civil defense organization issuing State Civil Defense Identification Cards shall be responsible for keeping a permanent, typewritten record of all cards issued by the organization. This record shall list the full name and address of each person in whose name a card is issued, together with the number of the card issued each individual and the date of its issuance. (No written records of the card issued need be filed with the State Council of Civil Defense, but County Civil Defense Directors may require filing of duplicate copies of all issuance lists of local organizations within their respective counties if they so desire.)

9. The reverse side of State Civil Defense Identification Cards may be used for the entry of such additional information as County and Local Directors may desire concerning the volunteer.

10. The State Council of Civil Defense now has under consideration a plan whereby each volunteer may be furnished further identification (card, or button, or both) upon completion of prescribed civil defense training courses. Details concerning this plan will be released at a later date.

Richard Gerstell
Director of Civil Defense

RG:ebm

(An example of a properly completed card is attached.)

SAMPLE OF COMPLETED IDENTIFICATION CARD

Commonwealth of Pennsylvania
STATE COUNCIL OF CIVIL DEFENSE
Harrisburg, Pennsylvania

Card No. 23 Pine (County) Spruce (~~City, borough, town~~ township)

This is to certify that John E. Doe (Name)

212 Main Street (Address)

Millville, Penna.

is a duly enrolled Pennsylvania Civil Defense Volunteer.

Countersigned by:

Richard Kirkfell
State Director of Civil Defense

Henry C. Mack
~~District Civil Defense Coordinator~~
County Civil Defense Director

John E. Doe
Signature of Volunteer

COMMONWEALTH OF PENNSYLVANIA
STATE COUNCIL OF CIVIL DEFENSE
HARRISBURG, PENNSYLVANIA

Card No. _____ (County) _____ (City, borough, town, township)

This is to certify that _____ (Name)

_____ (Address)

is a duly enrolled Pennsylvania Civil Defense Volunteer.

Countersigned by:

Richard Kirkfell
State Director of Civil Defense

_____
District Civil Defense Coordinator
County Civil Defense Director

Signature of volunteer